



CITY OF ALBANY  
HUMAN RESOURCES  
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ALBANY, NEW YORK 12207  
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**PLEASE POST CONSPICUOUSLY**  
March 7, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Administrative Assistant**  
**Department of Cultural Affairs**

The **Department of Cultural Affairs** has one (1) vacancy for the position of **Administrative Assistant** at a rate of **\$35,000/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to [hr@albany.gov](mailto:hr@albany.gov) to be received in the office no later than 5:00 p.m. **Wednesday, April 4, 2018.**

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL**  
**WEDNESDAY, APRIL 4, 2018.**  
**An Equal Opportunity /Affirmative Action Employer**

## **ADMINISTRATIVE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision by the department head, the incumbent makes independent decisions on problems encountered within a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Keeps fiscal records and prepares vouchers for payment;
- Assists superiors with office methods, procedures and other non-technical fields for planning and administering staff programs;
- Records expenditures and receipts for the office;
- Requisitions materials and supplies;
- Maintains specialized accounts and records;
- Attends staff conferences concerning administrative procedures within the department;
- Prepares and maintains report records through research and review;
- Reads incoming mail and answers general correspondence as directed;
- Enters and retrieves information in an automated information system;
- May develop, maintain and update computerized records containing information required for grant programs;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of office management;
- Good knowledge of personal computers and office equipment, such as spreadsheets, word processing, calendar, e-mail and database software;
- Working knowledge of research methods and principles of governmental account keeping;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to relate effectively and professionally with co-workers, superiors and the public;
- Ability to present data, reports and comments clearly and concisely;
- Tact and courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Revised:  
4/29/15